

**OLNEY RURAL FIRE DISTRICT
MINUTES OF MEETING OF BOARD OF TRUSTEES
MAY 10, 2023 AT OLNEY FIRE HALL**

Call to Order: 7:00 pm

Trustees present: Vice Chair John Strean, Secretary Paul Jeremiassen and Trustees Norma McBroom and Emily Sharp. There is one Board vacancy. Strean served as Chair of the meeting.
Department Volunteers: Chief Jordon Carr, Levi Gress, Zach Watson and Kate Riggles
Community Members: Nick Peterson, Hanna Peterson, Jake Kratz, Jeff Hass

Approval of Minutes: Jeremiassen moved to approve the minutes of the April meeting as presented (with a name correction in unfinished business, replacing “Strean” with “Sharp”); seconded by Strean; carried unanimously.

Correspondence: None.

Reports: YTD budget report – Jeremiassen presented the report (attached hereto), updated through all April transactions and including the payments to be approved at the meeting. The report also has his forecast for the actual revenues and expenses for the year ending on June 30th. He asked the Trustees to review the report and be prepared to talk about the 2024 budget proposal, which needs to be submitted to the County by July 23rd. This proposal must be finalized at the July meeting.

Unfinished Business:

Trustee appointments – Jeremiassen reported that the County Commissioners’ office is supposed to appoint Hannah Peterson to the remaining Board vacancy on May 23rd. Since Kate Riggles had previously considered applying, she would be a possible candidate for the next vacancy, when Jeremiassen leaves the Board because he is relocating.

Mother’s Day Breakfast update – McBroom reported that everything is on track to obtain food, raffle and auction items for the coming Sunday. There should be sufficient volunteers to handle the event. McBroom declined offers to help pickup food and items, as she has it all covered. Her amazing work on setting it up is much appreciated by everyone.

New Business: County GIS property audit for Olney RFD – Jeremiassen received the audit results, which listed 3 properties to be added to the District. He presented to the Trustees the mapping of the properties, which confirms they lie within the District boundaries. The audit results must be confirmed by the Board, so Jeremiassen moved to approve the motion attached hereto; seconded by Strean; carried unanimously.

Presentation of Claims and Bills: Jeremiassen presented the May bills for payment, as per the attached list. McBroom moved to approve the payments as presented; seconded by Sharp; carried unanimously.

Department Report:

April callouts – McBroom reported 3 callouts: 1 powerline problem; 1 MVA (no response) and 1 medical assist.

Training – Carr reported that the DNRC has an upcoming “pack test”, which is an fitness run on Good Creek road. Carr, Gress and Watson expect to participate, in anticipation of being occasionally employed during the wildfire season by the DNRC.

Status of vehicles and equipment – all in operating condition.

Status of volunteers – currently 6 volunteers (Carr, Gress, McBroom, Watson, Moore & Riggles). Jordan Fanning moved out of the area in April. There was a question as to whether a Department volunteer can also serve as a Trustee. Jeremiassen said that the bylaws do not allow it, but he believes they should be changed to allow a maximum of 2 volunteers to serve simultaneously, but not as Board Chair. Another change should be to hold the annual meeting for election of Officers in June, rather than in May as specified in the bylaws. He will draft the changes for approval by the Board at the June meeting. Election of officers will also be held at the June meeting.

Department expenditure requests – Carr requested to purchase 2 sets of boots (for Gress and Watson) at \$350 each pair and a security camera system for the Fire Hall at not to exceed \$500 (with an \$18 monthly online monitoring service). Jeremiassen moved to approve both purchases; seconded by Sharp; approved unanimously.

Carr also requested that Rocky Gress be retained to remove the trash in the rear of the Fire Hall. Strean moved to approve the project: seconded by Jeremiassen; carried unanimously.

Other Comments: Hannah Peterson spoke about her focus on bringing the community together and how the Fire Department can play a part. One suggestion was to have the North Valley Food Bank truck use the Fire Hall parking area for their regular outreach visits. She may have a representative of the NVFB attend a future meeting to get agreement on this. The County social services could also be interested in using the facility for their community outreach. Finally, she would like to see more community activities utilize the Fire Hall. Because the Fire Hall has long welcomed requests from community members to hold functions, or to borrow chairs and tables, the Board encourages the idea that the Fire Hall be serve the community as an activity center.

There was also a discussion about volunteering for the Department. There is always resistance to becoming a volunteer because of concern of having to always be available and be trained for all manner of responses. Volunteering can take many forms, but must be organized such that volunteers are trained for whatever types of responses for which they are assigned.

There being no further business to discuss, the meeting was adjourned at 8:15.

Submitted by Paul Jeremiassen, Secretary

Attachments:

YTD Budget Report

Motion to approve GIS Audit Results

May Bills for Payment

Next meeting: Wednesday, June 14th

OLNEY RURAL FIRE DISTRICT
YTD BUDGET REPORT
FY 2023

AS OF 5/10/23

A/C	BUDGET LINE ITEM	ANNUAL BUDGET	YTD ACTUAL	ACTUAL OVER (UNDER) BUDGET	PROJECTED ANNUAL
20	Entitlement	\$9,018	\$6,763	(\$2,255)	9,000
40	Interest Income	200	785	585	900
50	Other Revenue	2,000	886	(1,114)	1,500
60	Tax Revenue	10,002	8,441	(1,561)	11,000
	TOTAL REVENUE	21,220	16,875	(4,345)	22,400
100	Building Maintenance/Repair	2,000	966	(1,034)	1,000
200	Telephone/Internet	2,000	1,483	(517)	1,600
300	Contract Services - Plowing	1,500	705	(795)	700
400	Fire Equipment	2,500	3,042	542	3,000
500	Fuel	3,000	1,268	(1,732)	1,400
600	Insurance - Property/Liability	6,600	6,661	61	6,700
700	Land Lease	1,600	1,605	5	1,600
800	Electricity	1,500	1,144	(356)	1,300
1000	Fire Hall Supplies	1,000	474	(526)	500
1100	Miscellaneous Expenses	1,000	24	(976)	100
1200	Insurance - Accident/Sickness/WC	1,500	1,012	(488)	1,000
1300	Propane	8,500	6,292	(2,208)	6,300
1600	Radios/Pagers	1,000	128	(872)	200
1800	Training	2,000	1,270	(730)	1,300
1900	Turnout Gear	2,000	2,965	965	3,000
2000	Vehicle Maintenance	10,000	4,816	(5,184)	6,000
	TOTAL EXPENSES	47,700	33,855	(13,845)	35,700
	NET REVENUE (EXPENSE)	(\$26,480)	(\$16,980)	\$9,500	(13,300)

	BEGINNING CASH BALANCE	\$55,056	\$55,056	\$0	55,056
	NET REVENUE (EXPENSE)	(26,480)	(16,980)	9,500	(13,300)
2200	TRANSFER TO CIP FUND	(10,000)	0	10,000	(10,000)
	ENDING CASH BALANCE	\$18,576	\$38,076	\$19,500	31,756
	ALLOWED CASH RESERVE (1/3 OF EXPENSES)	\$19,233			

**BOARD OF TRUSTEES
OLNEY RURAL FIRE DISTRICT
Resolution Re: 2023 Flathead County GIS Audit**

WHEREAS, the Flathead County GIS Department conducts an annual audit of the previous tax year rolls to determine discrepancies for the District to review; and

WHEREAS, the District has been provided the 2023 audit results, as attached hereto; and

WHEREAS, the Board has reviewed the 2023 audit results;

NOW, THEREFORE, BE IT RESOLVED, that the Board has determined that the 2023 audit results are correct, and require no further action by the Board; and

BE IT FURTHER RESOLVED, that this Resolution shall be entered into the minutes of the Board.

APPROVED AND ADOPTED this 10th day of May 2023, and effective of this date.

OLNEY RURAL FIRE DISTRICT
BOARD OF TRUSTEES

By: _____
Secretary

2023 Audit Results
Olney Fire District

Assessor Number	Audit Recommendation	Notes
0016753	Add to Tax Roll	New Assessor Number
0016760	Add to Tax Roll	New Assessor Number
0016761	Add to Tax Roll	New Assessor Number

**OLNEY FIRE DISTRICT
TRANSACTION REGISTER
FY 2022**

As Of 5/10/23

CHECK #	DATE	PAID TO/RECEIVED FROM	CHK TOT	DEBIT	CREDIT	A/C CODE	CASH BAL	DESCRIPTION
5500	5/10/23	Lincoln Electric		100.69		800	40,598.10	Prior month electricity
5501	5/10/23	CityServiceValcon		171.63		1300	40,426.47	Propane - 80.2 gals @\$2.14
5502	5/10/23	CenturyLink		135.31		200	40,291.16	Prior month telephone/internet
5503	5/10/23	Visa	2,039.67	62.02		1800	40,229.14	Training food/drink
5503	5/10/23	Visa		1,854.85		400	38,374.29	Water cannon for Water Tender
5503	5/10/23	Visa		122.80		1900	38,251.49	3 pr safety glasses
5504	5/10/23	WEX Bank		175.95		500	38,075.54	Prior month fuel bill